

Washington County

Job Description



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|---------------------|------------------------|------------------------|-------|
| Title: | Planning Administrator | Code: | |
| Division: | Planning & Zoning | Effective Date: | 03/10 |
| Department: | Public Works | Last Revised: | |
| Career Serv: | Yes | FLSA: | Yes |

GENERAL PURPOSE

Performs a variety of professional, managerial, and administrative duties as required to plan, organize, direct, and coordinate various planning, zoning, and mapping, programs and projects. Assures county-wide compliance with all ordinances related to building, planning, and zoning.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction from the Public Works Director.

SUPERVISION EXERCISED

Provides close to general supervision to Planning & Zoning Technician.

ESSENTIAL FUNCTIONS

Administers all planning, zoning, subdivision, general plan, annexation, and other planning functions of the County; presents plans and reports orally and in written form and to review proposed development projects with the Planning Commission and the County Commission; makes recommendations related to development projects.

Reviews various applications, site plans, conditional use permits, re-zoning petitions, site inspections, etc., to monitor development compliance with established planning, zoning, and development ordinances; provides the public with information assistance on planning, zoning, and development issues such as zoning, annexation, site plans, and conditional uses; assists the public to define concerns and presents questions to management; apprises public of policy and decisions.

Prepares written reports in response to public requests for zoning applications and various ordinance changes; participates in the research and preparation of planning projects by gathering, tabulating, and analyzing demographic, land use, housing and economic data; prepares proposals in draft for amendments to zoning ordinance or policies governing local planning, zoning, and development; gathers and analyzes statistical data regarding planning.

Serves as staff to the Boundary Commission and performs such work as needed to carry out their responsibilities; provides Boundary and Annexation Survey information and addressing verification to the US Census Bureau.

Acts as E-911 coordinator and administers MSAG system; administers County addressing system; assists in providing addresses for new residents, title companies, and lending institutions.

Coordinates the preparation and delivery of notices of Planning Commission, Boundary Commission, and Board of Appeals meetings; maintains meeting and appointment calendar; schedules meeting locations and apprises Commissioners of meeting plans; coordinates the preparation of meeting agenda as required; attends meetings, organizes maps and necessary display materials; provides requested application forms for agenda items, accepts the same and receipts filing fees.

Answers public or business inquiries such as which zones the builder is proposing to build, lot size requirements, etc; answers questions relative to the requirements of the zoning and subdivision ordinances; answers questions related to the requirements of building permits; initiates process for business licenses in unincorporated areas of the County; responds to inquiries related to flood insurance rate maps (FIRM).

Operates computer to manage various elements of planning and zoning data records and files; enters and retrieves data; compiles reports, etc.

Manages day-to-day operations of the department; determines performance standards; evaluates worker performance and makes decisions affecting job retention, advancement, discipline and discharge; directs and controls recruitment and selection activities for staff members; reviews and monitors overall department performance.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, public administration, or a closely related field;

AND

B. Four (4) years of professional experience performing above or related duties;

OR

C. An equivalent combination of education and experience

2. Knowledge, Skills, and Abilities:

Considerable knowledge of principles and practices related to local planning and zoning; planning and zoning and subdivision law, theory and application; local government structure and operations, including the budgetary procedures and fiscal management; research methodology and statistics; working knowledge of principles of supervision and employee motivation.

Skill in public relations and the delivery of public presentation; creative problem solving, conflict resolution, and diplomacy.

Ability to plan and organize comprehensive research studies; prepare and present technical reports; communicate effectively verbally and in writing; establish and maintain effective relationship with co-workers, other government entities, the public, and elected officials.

3. Special Qualifications:

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Travel by automobile required in the course of performing job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.